



City of **Kingman**
Building Department

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Courtesy Permits Policy & Checklist

Applies to the following Types of Courtesy Permits:

- Replacement Owner Occupied Residential **Electric Services**
- Replacement Owner Occupied Residential **Natural Gas Yard Lines**

Only Owner Occupied Single Family Residences qualify for Courtesy Permits!

Lease or rental, Houses, Duplexes and commercial Residential buildings require standard Building Permits to install or replace the Electric Service &/or Gas Yard line. These Services shall ONLY be performed by AZ ROC Licensed contractors in these rental facilities.

Check ☒ which Type of Courtesy Permit is being requested, ☐ Electric or ☐ Gas.

⬆️ Courtesy Electric Service Replacement

1. Complete a building permit application
2. Check ☒ the size of the **Old** Electric Service: ☐ 100amp ☐ 200amp
3. Check ☒ the size of the **New** Electric Service: ☐ 100amp ☐ 200amp
4. Kitchen and Bathroom 120v Receptacles shall be GFI protected
5. Each Bedroom and hallway shall have smoke detectors installed
6. If the home or attached garage has Gas Service a CO detector shall be centrally located in the home.

⬆️ Courtesy Gas Yard Line Replacement

[Do not proceed without COK approval – a larger gas pipe may be needed than you have planned or are replacing]

1. Complete a building permit application
 2. Provide a Gas Pipe Yard Line Diagram
 3. Check ☒ which Gas Appliances are in the home: [check all that apply]
 - ☐ Water Heater 50,000 btu/h
 - ☐ Gas RTU or FAU Heat 90,000 btu/h
 - ☐ Gas Range 65,000 btu/h
 - ☐ Gas Dryer 35,000 btu/h
 - ☐ Gas Bar-B-Q 50,000 btu/h
 - ☐ Other Gas Appliance _____ btu/h
 4. Specify the Distance from the meter to the house: _____ # Feet
 5. Specify the size and type of pipe planned for the replacement: _____ inch
- Note: During the inspection, the new gas pipe shall be exposed and the entire system shall be under test.

Who is to perform the Work?

☐ Owner: _____ Phone: _____

☐ Contractor: _____ Phone: _____